

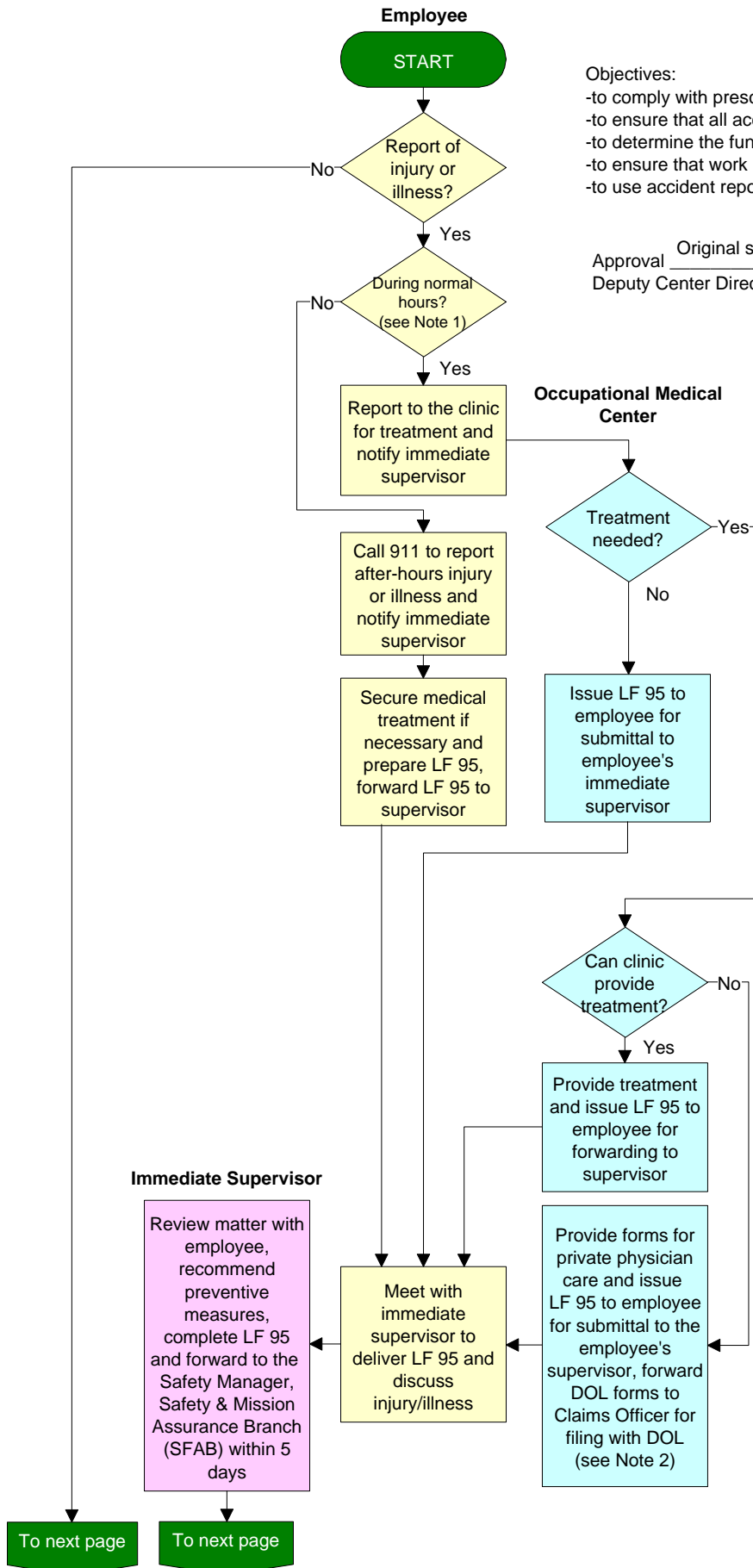
REPORTING INJURIES, ILLNESSES, COMPENSATION CLAIMS AND UNSAFE WORKING CONDITIONS

LMS-CP-4760
Revision: A-5

Objectives:

- to comply with prescribing NASA and Federal regulations
- to ensure that all accidents and injuries are reported
- to determine the fundamental cause of all accidents
- to ensure that work injury compensation claims are processed
- to use accident reports for prevention, not disciplinary action

Approval Original signed on file
Deputy Center Director



General Information

The following records are generated by this procedure and are maintained in accordance with CID 1440.7:

- Mishap Summary
- Incident Reports
- LF 164 Log

Note 1

Normal hours are considered as those between 7:00 am and 3:00 pm, Monday - Friday

Note 2

Provide the employee with:

- Department of Labor (DOL) form CA-16 to be completed by attending physician
- DOL Booklet CA11 "When Injured at Work"
- Guidance of rights of reporting

Submit the following forms to the Claims Officer:

- CA1 "Notice of Injury"
- CA2 "Notice of Occupational Disease"

